

**Minutes of a Meeting of the George Moore Community Centre Committee**  
**Held at 6pm on Thursday 29<sup>th</sup> July 2021**  
**in the Windrush Room, The George Moore Community Centre**

Those Present: Cllr B Sumner (Chairman) Cllrs A Roberts, N Randall, L Wilkins

In Attendance: Sharon Henley, Clerk

Members of Public: Cllr B Hadley attended in a non-voting capacity.

1. Elect a Chairman. Cllr Roberts proposed Cllr Sumner. Seconded by Cllr Randall and unanimously APPROVED.
2. Elect a Vice Chairman. Cllr Sumner proposed Cllr Randall, seconded by Cllr Wilkins and unanimously APPROVED.
3. Apologies for absence: Cllr M Macklin.
4. Declarations of Interest. There were none.
5. To receive and approve the minutes of the GMCC Committee meeting held on 26th April 2021, circulated. Proposed by Cllr Wilkins, seconded by Cllr Randall. Cllr Roberts abstained due to not being present at the meeting. APPROVED by a majority vote.
6. Matters Arising:
  - 6.1 Dementia Friendly Buildings: The Youth and Wellbeing Committee had agreed to order three clocks with available grant funding. It was agreed to check that the clocks were battery powered prior to ordering.
  - 6.2 Gas supplier: It was confirmed that a new 4 year contract had commenced.
- 7 Tenants: Consider issues as follows: -
  - 7.1 Flat 1 & The Cottage: It was noted that leases were currently in progress with Kendall and Davies. Details had been agreed with the tenants, to include an 18 month rent review and break clause.
  - 7.2 Renewal of Tenancies – Actions agreed as follows:
    - 7.2.1 Flat 2 – due 15<sup>th</sup> Oct – The tenant was unlikely to renew but may require an extension to the current tenancy for a month or so. This was agreed but the tenant to be advised that two month’s notice was required. The Clerk to check with the estate agents on the current market rate for a new tenancy and advise the Committee.
    - 7.2.2 Room 2 – due 6<sup>th</sup> Nov: The tenant requested that the tenancy was renewed. The proposed rate to be reviewed by the Clerk and Committee Chairman prior to advising the tenant.
    - 7.2.3 Room 3 – due 20<sup>th</sup> Oct: The tenant had requested the tenancy was renewed. This to be actioned with an 18 month break clause and rent review.
  - 7.3 Flat 2: Discuss request from tenant to keep a small dog. The tenant had since advised his intention not to renew the lease. As the current tenancy arrangements did not allow for keeping pets it was agreed to ask that the tenant postponed purchasing a pet until he had moved into new accommodation.  
The Clerk to review the status of all other tenancies with a view to getting new leases drawn up following discussion with Cllr Bryan. It was confirmed that the issuing of all new leases had been delayed for 12 months due to Covid.
  - 7.4 Title Deed: Cllr Sumner was continuing to progress matters with the solicitors so the title for the GMCC could be registered with the Land Registry.
- 8 External Areas/Maintenance: Consider issues as follows: -
  - 8.1 Roof Works: It was confirmed that the redundant chimney had now been removed but this had required additional work to what was originally anticipated. The removal of

boilers required further investigation and the Clerk to obtain a single quote for the 2021-22 budget. In addition, checks to be made on the current asbestos survey for the building and obtain a quote for an updated survey if required. The invoice for £21,408 + VAT from Heritage Roofing was reviewed and it was confirmed that the contractor would make good the ceiling tile supports which had become damaged during the works. It was agreed to recommend payment of the invoice to full Council. £17,500 was held in the budget and the balance to be funded from general reserves. This was unanimously APPROVED.

8.2 Chimney Stacks: A quote for scaffolding for £1,900 + VAT to install chimney cowls was noted. As there were no monies available it was agreed not to action at present.

8.3 Green Agenda for Building: The Committee discussed potential projects to enhance the building's green credentials and electrical charging for cars was thought to be worth pursuing. The Clerk to ask District Cllr Nick Maunder if any grants were available.

9 Internal Areas: Consider issues as follows: -

9.1 Fire Safety Equipment: It was noted that this had been installed and funded by GCC.

9.2 Electrical Fixed Wiring Tests: The reports were reviewed but the requested quote for remedial works had not been received. It was agreed to recommend payment of the invoice for £2,056 + VAT to full Council and to add funding in the budget for repeat testing every 5 years.

9.3 Windrush Room Art Display T&Cs: Some updated contact details had been added to the new draft but it was also agreed to review payment methods for the art with the possibility of requiring a card payment machine. Cllr Sumner to arrange a meeting with a local artist and the Clerk to determine suitable arrangements for the displays. A statement of non-liability to be included in the new draft. In the meantime the existing document to be updated with the correct Clerk's contact details but without the name of the postholder included.

9.4 New office chair: To approve purchase of Task operator chair Eclipse Tansy with arms at £147 + VAT.(Paper 3). After discussion it was agreed to approve a maximum budget of £175, proposed by Cllr Sumner, seconded by Cllr Wilkins and unanimously APPROVED.

10 IT at GMCC

8.1 Website Healthcheck Report: Review report and agree further actions required.(Paper 4) This item was deferred due to lack of time.

8.2 Purchase of additional computer screen: To note purchase using Clerk's delegated powers at a cost of £160.98 inc. VAT. Noted.

8.3 Photocopier/Printer: It was noted that the requested quote for replacement had not yet been received.

8.4 IT Sub-Committee: Discuss proposal to transfer responsibility from GMCC to FGP Committee. (Paper 7a & 7b). After discussion this was proposed by Cllr Roberts, seconded by Cllr Wilkins and unanimously APPROVED. It was noted that the Scheme of Delegation and Committee Terms of Reference would require updating if the transfer was approved by full Council.

11 Any Other Business: There were none.

12 Date of Next Meeting – Thursday 21<sup>st</sup> October 2021 at 6.00pm.

There being no further business the meeting closed at 19.02 hours.